

651012/05/03

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: DEPUTY PARK AND RECREATION DIRECTOR

DEFINITION

Under general direction, to oversee the daily planning, developing, coordinating and overseeing the provisions of a comprehensive recreation program and the construction and maintenance of all parks, recreation areas, parkways and related buildings; to provide highly responsible and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the deputy director classification in the park and recreation professional series. The incumbent is expected to assist in the overall responsibility for all facets of a municipal park and recreation program including assisting with establishing general direction, goals and priorities. The incumbent works under general direction and exercises independent judgement in the performance of a variety of professional, complex and difficult duties. The incumbent is expected to have a positive customer service attitude, building pride among staff through training and team building.

REPORTS TO: Park and Recreation Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Park and Recreation Director. Exercises general direction over professional, para-professional, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan, organize, coordinate and direct the planning, development and implementation of recreational, cultural, athletic, social service and youth programs.
- Plan, organize, coordinate and direct the maintenance of parks, parkways, playground areas and park facilities.
- Review reports and operating/activity records of various recreation centers and facilities.
- Evaluate the effectiveness of programs and prepare recommendations for improvement.
- Inspect and evaluate the adequacy of existing recreation facilities and prepare recommendations for additions, alterations and repairs.
- Evaluate maintenance of Parks and Public Landscapes and develop standards for quality service.
- Meet with community groups, clubs, organizations and agencies to explain and promote recreational activities and programs.
- Participate in budget preparation, administration and control.
- Respond to difficult complaints and requests for information.
- Prepare and supervise the maintenance of a variety of records and reports.
- Select, train, supervise and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Modern methods, techniques, principles and procedures used in the development, administration and maintenance of recreation and park programs and facilities.
- Recreational and social needs of various age groups.
- Turf, grounds and landscape design and maintenance.
- Principles and procedures for implementing and directing a wide variety of recreational activities and the development of programs through community participation.
- Principles, materials and practices as applied to park and recreation facilities maintenance.
- Principles and practices of administration, budget and personnel management.
- Operation of City government and citizen advisory boards.
- Equal opportunity/affirmative action principles for employment and contracting.
- Personal computer operation and software applications.

Ability to:

- Plan, organize, coordinate and direct the development and implementation of recreation programs suited to the needs of a community.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Resolve conflicts involving staff, program participants and the general public.
- Analyze, interpret and explain departmental policies and procedures; review, develop and implement division policies.
- Read and interpret construction plans and specifications, and inspect and evaluate construction and maintenance work.
- Communicate clearly and concisely, both orally and in writing; make effective presentations before City staff and the public.
- Serve as Department Head in the absence of the Park and Recreation Director.
- Select, supervise, train and evaluate subordinates.
- Operate personal computer and applicable software applications.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with major course work in recreation administration, sociology, human relations or a closely related field. A Master's Degree is highly desirable.

Experience: Five years' of increasingly responsible supervisory experience in the administration of

organized recreation, social service and community service.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Deputy Park and Recreation Director

TO: Park and Recreation Director